



## **Doing Your Best Administering the Test – A Teacher Guide**

### **Reminders**

Prior to the testing window and throughout the school year:

- Use the last fifteen (15) minutes of each class period for content review coaching, including core content from previous years which has served as a building block for the current year's curriculum
- Connect content to real-life

During the testing window:

- Don't assign homework during the testing window
- Don't schedule tests, quizzes, or projects deadlines/due dates during the testing window or immediately after the testing window
- Have perfect attendance during the testing window
- No tardies during the testing window
- No problems with testing (proper administration, monitoring, and turning all materials in daily and in proper order)

### **Teacher Incentives**

#### **Immediate:**

(For all faculty, staff and test monitors)

- Hot breakfast
- Snacks in the faculty lounge

#### **After Testing Window:**

(All eligible teachers names will be placed in a drawing for the following:)

- Dinner for two at a local restaurant (maybe..)
- Gift certificates for teacher supplies
- Cover hall duty for one week
- An extra planning period (Leadership team will cover class)

## **Teacher's Good Faith Effort Contract**

**In preparation for the upcoming Kentucky Core Content Test I will:**

- I will be on time for every test
- I will have no unexcused absences during the testing window
- Prior to the testing window and throughout the school year, I will use the last fifteen (15) minutes of each class period for content review coaching, including core content from previous years which has served as a building block for the current year's curriculum
- Prior to the testing window and throughout the school year, I will connect content to real-life
- I won't assign homework during the testing window
- I won't schedule tests, quizzes, or projects deadlines/due dates during the testing window or immediately after the testing window
- I will give every effort to properly administer the test (including monitoring and turning all materials in daily and in proper order)

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**Name**

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**Date**